



July 25, 2016

NEW HAMPSHIRE INSTRUCTION 120-16-1 –NEW HAMPSHIRE GUIDANCE FOR AGENCY OWNED VEHICLES

PURPOSE

To inform New Hampshire NRCS staff of the current guidance for the operation and use of agency owned vehicles.



VEHICLE CREDIT CARD (WEX)

Remember your WEX PIN and keep it handy – ONLY use the PIN assigned to you. If you **forget/lose** your WEX pin, contact WEX Customer Service at **1-866-885-2802**.

AUTHORIZED USAGE OF VEHICLE CREDIT (WEX) CARDS

- Fuel (Regular only)
- Transmission Fluids Oil/Oil Changes
- Windshield Wiper Blades
- Anti-freeze
- Car Washes (not to exceed \$25) per transaction
- Authorized Maintenance Tires/Tire repair
- Auto-body repair (Call the State Office if it will exceed \$3,000)
- Towing/Roadside assistance (e.g., towing, battery charging, tire changing, fuel delivery)
- Replacement for existing floor mats – new floor mats for newly arrived vehicles should be purchased with a purchase card
- Spare keys





UNAUTHORIZED USAGE OF VEHICLE CREDIT CARD (WEX)

- Food, Beverages or other miscellaneous personal items
- Any State or local traffic or parking violation
- Locksmith services/lockout services (employee must pay out of pocket)
- Fuel or Maintenance that is prohibited
- Jumper cables
- Snow scrapers &/or Brushes
- Tool boxes – includes installation
- First aid kits
- Police reports

If you are unsure if an item is to be procured using the vehicle credit card, please contact Personal Property Specialist, **Lenny Skieff at 785-823-4501**, before, NOT after, to avoid any improper payments/unauthorized commitments.

LOST/STOLEN/DAMAGED WEX CREDIT CARDS

All lost/stolen/damaged vehicle credit cards are to be **reported to WEX Customer Service at 1-866-885-2802** and the Personal Property Specialist, **Lenny Skieff at 785-823-4501**, immediately: There are no exceptions to this reporting. The Government is responsible for all charges that take place until WEX has been notified of the lost card.

VEHICLE LICENSE PLATES

Report any **lost/damaged plates** immediately to the Personal Property Specialist, **Lenny Skieff at 785-823-4501**. If the plate(s) have been lost **file a police report** for the plate(s). Send police report via email to Lenny Skieff at **lenny.skieff@wdc.usda.gov**. License plates registered in the Federal Motor Vehicle Registration System (FMVRS) are considered a security issue.

VEHICLE LOGS

All vehicle logs are to be maintained on a monthly basis in a neat and orderly manner. ALL receipts are to be kept with the log and **turned in at the end of the month** to Office Assistant, Antoine Stuppard via email at **antoine.stuppard@nh.usda.gov**. When Partners are noted on the log, they should be identified separately so that proper billing can be prepared, where applicable. Vehicle logs/receipt are required to be kept for a minimum of one calendar year in order to maintain an adequate audit trail.



NON-NRCS DRIVERS &/OR PASSENGERS

There are currently agreements in place for NH that cover "some partners" driving and/or riding in NRCS owned/leased vehicles. This is needed to protect them under the Federal Tort Claims Act and in agreement through the Economy Act. If no agreement is in place, it **may be considered illegal** to drive, or ride, in our vehicle. If you are unsure of NH's Partners and who this may affect, please contact the **ASTC – M&S, Jade Nield at 603-868-7581**. Employees are reminded that landowners/other agency employees and family members all fall under this arena.

TEXTING /TALKING ON ELECTRONIC DEVICES

Talking and/or texting on mobile devices is **prohibited in all cases** while driving a Government vehicle EVEN in your own POV when on Government business. Texting or text messaging is defined as reading from or entering data into any handheld or other electronic device (including, but not limited to, cell phones, navigational tools, laptop computers or other electronic devices).



SMOKING POLICY

Smoking or any tobacco products are **prohibited** in USDA owned and GSA or commercially leased vehicles. Smoking is defined as the carrying or inhaling of a lighted cigar, cigarette, pipe, or other lighted tobacco products.

ACCIDENTS /TOWING

All accidents involving Government vehicles are to be **reported to local police**, regardless of damage. Not all police will investigate dependent on the situation. If there are any injuries, call 9-1-1. All vehicles must have in their glove box an Accident Kit with the following forms: SF- 91 & SF-94, as well as a pen/pencil. If an accident kit is needed, contact our **Personal Property Specialist, Lenny Skieff, at 785-823-4501**. When possible, **pictures should be taken of all damage to both the Government vehicle and to other vehicle and/or property** involved in the accident. The WEX Roadside Assistance number at 1-866-329-3471.

You are **required** to contact your supervisor, the ASTC – M&S, Jade Nield at 603-868-7581, and the Personal Property Specialist, Lenny Skieff at 785-823-4501.

Vehicles that can't be driven should be towed to the nearest NRCS office. If that is not possible, contact the Personal Property Specialist, Lenny Skieff at 785-823-4501.

INSURANCE/REGISTRATION

The U.S. Government is a self-insurer and **not required to be registered** in the jurisdiction where it is operated; however, it must be registered in the FMVRS. A copy of the attached FMVRS ID notice must be kept in all Government Vehicles/or with the Vehicle Log that explains the regulation that covers this issue and should suffice if ever needed by local authorities.



REMINDERS FOR SAFE DRIVING

- Please keep windshields clean for best visibility and make sure wiper blades are changed regularly so they are functioning well, especially in winter months.
- Ensure tires are properly inflated at all times.
- Ensure headlights/running lights are operating.
- Ensure tires have proper tread and are not balding.
- Properly stow loose items/equipment in vehicles to ensure they are secured.
- Conditions in Northern States change fast -especially in the winter months. Employees are reminded to **DRIVE ACCORDING TO THE CONDITIONS**. Extra care needs to be taken when there are snow, ice & wet conditions on the roads. If you are in a 4-wheel drive vehicle you will want to use that feature when road conditions dictate such need.



Questions regarding this guidance or related to Government Owned Vehicles should be directed to the ASTC M & S, Jade Nield, at 603-868-9931 x112 or by e-mail: jade.nield@nh.usda.gov.

Sincerely,

X *Richard P. Ellsmore, Acting for*

Richard P. Ellsmore
State Conservationist - New Hampshire